



# Maryland Judiciary

## Job Announcement

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### OPEN TO CURRENT CIRCUIT COURT FOR BALTIMORE CITY EMPLOYEES ONLY

<b>Opening Date:</b>	September 24, 2015	<b>Closing Date:</b>	October 8, 2015
<b>Job Title:</b>	Judiciary Clerk III-Criminal Assignment	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	059924	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	Circuit Court for Baltimore City Baltimore, Maryland	<b>Grade/Salary:</b>	J07 \$32,674 - \$53,422 (Depending on Qualifications)
		<b>Financial Disclosure:</b>	No

**Essential functions:** The Judiciary Clerk III performs clerical and case processing duties within the Criminal Assignment Department to include courtroom duties (e.g. backup courtroom clerk for Reception Court) . The work of this department ensures a continuing workflow in the activities within the Criminal Court. This position prepares the court for arraignment hearings, which involves assigning cases, maintaining schedules, verifying court dates, etc. The Judiciary Clerk III attends court hearings and processes work during and/or at the end of court sessions, assists the public, attorneys, court agencies, and staff by providing information about the status of cases or about the Clerk's office procedures via in person and telephone. Additionally, the incumbent updates case information in the court database, reviews various cases weekly for changes in status and activity, assists in training staff as needed, and participates in special projects as designated. This position will perform other duties as assigned.

**Education:** High school diploma or GED.

**Experience:** Three years of clerical experience to include one year of experience working in a trial or appellate court.  
-OR-  
One year of experience in the fields of criminal justice, parole and probation, legal, or other related field where knowledge of court procedures, rules, regulations, court and legal terminology is acquired.

**Preferred:** Previous legal experience.

**Note:** Applicants may substitute education in any field from an accredited college or university for up to two years of the required clerical experience at the rate of thirty semester credit hours for each year of experience. In addition, applicants may substitute education in criminal justice, paralegal, judicial studies, or a related field from an accredited college or university for the required court experience at the rate of thirty semester credit hours for each year of experience.

**Skills/Abilities:** Knowledge of court and legal terminology. Knowledge of office practices and equipment. Ability to correctly interpret procedures, laws, rules, and regulations. Ability to work in significant time constraints and restrictive working conditions. Ability to remain poised in stressful and pressured situations. Ability to exercise independent judgement to discern and record pertinent information. Ability to handle multiple tasks, prioritize work and accept change in work priorities. Ability to understand and carry out complex instructions. Ability to pay attention to detail. Ability to organize work as received and produced. Ability to communicate effectively with staff, public officials, and the general public. Ability to speak distinctively, by projecting voice to large groups of people. Ability to provide consistent, professional, and courteous service. Ability to use tact in responding to staff, public officials, and the general public. Ability to operate a PC. Ability to maintain and use detailed filing systems. Ability to lift up to 25 lbs. using proper lifting techniques. Ability to sit for extended periods of time. Ability to perform the essential functions of the position.

**All applicants must complete a Maryland Judiciary Employment Application, with original signature or typed signature (in any font) to be considered for this position. The candidate selected for this position will be subject to a background check.**

**Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.**

**Circuit Court for Baltimore City  
Room 446 Courthouse East  
111 North Calvert Street  
Baltimore, MD 21202  
Attn: Human Resources**

**The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. The Maryland Judiciary does not discriminate against an applicant because of an individual's race, color, religion, sex, sexual orientation, pregnancy, national origin, age, disability, or genetic information. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.**